

Bylaws

Egg Harbor Township Board of Education

0168

RECORDING BOARD MEETINGS

The Board of Education directs the creation and maintenance of an official record of the formal proceedings of the Board and will permit the unofficial recording of Board meetings in accordance with this bylaw.

Minutes

The Board shall keep reasonably comprehensible minutes of all its meetings showing the time and place, the members present, the subject considered, the actions taken, the vote of each member, information sufficient to explain the actions taken, and any other information required to be shown in the minutes by law.

Minutes of public meetings shall be public records signed by the Board Secretary and filed in the Board Secretary's office in a minute book as the permanent record of the acts of this Board.

Minutes of executive meetings shall be filed in the Board Secretary's office in a place separate from the minute book until the time, if any, when the proceedings may be made public. At that time, the minutes shall be public records and shall be filed in the regular minute book.

The Board Secretary shall provide each Board member with a copy of the minutes no prior to Board approval. Electronic

Recording

The School Business Administrator/Board Secretary shall make an electronic recording of each Board meeting as an administrative aid in the preparation of minutes; the electronic recording shall be retained for a minimum of forty-five days or until the minutes are approved whichever is longer. All such tapes will be erased or destroyed in compliance with laws and rules for the destruction of public records.

The recording may not be able to be destroyed if a subject matter, vote, or Board action on the recording is the subject of litigation. The district will notify the New Jersey Division of Archives and Records Management when requesting permission that a recording be destroyed if the recording includes subject matter in litigation, or the district will not request permission to destroy such recording if the subject matter is in litigation,

N.J.S.A. 10:4-14

Adopted: 10/22/2002

Revised: 03/27/2012, 05/16/2023